

SECRET

ITEMS OF INTEREST TO O/DDS AND/OR O/DCI

DD/DDS RECEIVED
FILE 0-21

1. Early Retirement Legislation

HR 8427 has been passed by the House of Representatives and is awaiting action by the Senate Armed Services Committee. The Legislative Counsel has been in touch with the staff officer handling this bill for the Committee. He has not yet indicated when the Committee will be ready to take the bill up. In the meantime, as a result of an inquiry concerning coordination of the cost estimates with the Civil Service Commission, we have held one meeting with the Chief, Bureau of Retirement and Insurance and are scheduled to hold a second meeting. (Meetings scheduled for 22 and 25 November were cancelled.)

2. Integration of Personnel Information

Phase I of this program, which consisted of compiling records of information in the Medical Staff and the Offices of Personnel and Security, is complete. Phase II, which required the submission of information contained in "soft files" in operating components, is scheduled for completion by 1 December. A number of responses have been received thus far and we believe all elements are aware of the deadline date.

3. Christmas Program

Planning for a series of Christmas observances similar to last year's program is underway and arrangements have been completed for religious and musical programs during the week of 16 December. In addition, each Directorate has appointed a committee to be responsible for decorating a specified entrance to headquarters building. This year, both NPIC and Quarters Eye have indicated their interest in participating more fully in the program.

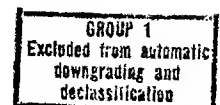
4. Evaluation Form for Supervisors

The Executive Director has instructed us to draft a special form to be used in recording evaluations of supervisors in the performance of their supervisory responsibilities. A draft should be ready by 11 December.

5. Lecture(s) on Supervision

The Executive Director has requested that we compile a list of topics to be included in a lecture (or series of lectures) for headquarters supervisors on "what a supervisor should know." A rough list is being refined for prior discussion with the Deputy Director for Support and should be completed by 9 December.

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1. Seat Belt Program

Preliminary planning has been completed for a campaign to be conducted in mid-January to (1) advertise the availability of seat belts at an attractive discount through the Employee Association, (2) educate employees to the importance of installing and using seat belts in their private automobiles, and (3) remind employees who have already equipped their cars with seat belts to use them.

2. Payment of EOD Travel Expenses for Clerical Appointees

A paper is being prepared (and should be ready by 9 December recommending that the Agency adopt the recent authorization of the Civil Service Commission to pay the EOD travel expenses of clerk-typists and clerk-stenographers in grades GS-3 and GS-4. Because of our higher standards and greater use of GS-5 in recruitment of clerical personnel, we propose to request authorization to pay EOD travel at that level also. However, we would limit such payments to those clerical appointees who defer entrance on duty until after their full field investigation has been completed. A rough estimate of the cost involved for the balance of FY 1964 is \$40,000; we are compiling data for a more accurate estimate before submitting our paper.

3. Accessibility of Personnel Regulations to Employees Generally

Arrangements are near completion for placing manuals of selected personnel regulations in the various branch libraries and announcing to employees that they may consult these regulations there when they desire to do so. (This project grew out of an IG recommendation that employees be given an opportunity to become better acquainted with separation regulations specifically.)

4. Contract Employment in the U.S.

A survey has been made on contract employees used at headquarters [redacted] [redacted] At the request of the Deputy Director for Support, a further survey will be made to determine the current circumstances of the use of these individuals. Target date for completion of the second survey is 16 December.

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5. Salaries of Summer Employees

As requested by the Deputy Director for Support, a study is being made of the salaries to be paid to summer employees in 1964. Recommendations should be ready by 15 December.

6. Employee Association

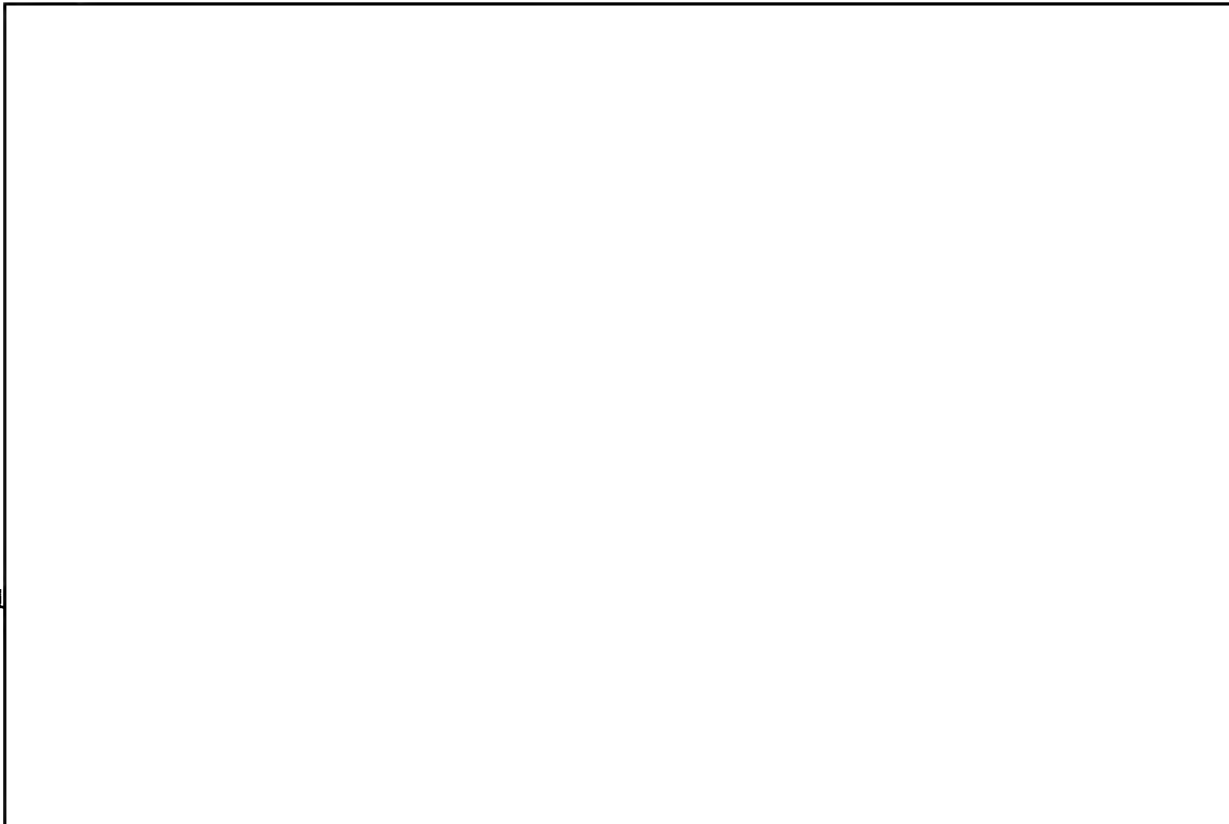
The proposed by-laws of the Association have cleared the necessary coordination points and are being put in clean form for discussion with the leaders of currently organized employee recreation group. It is anticipated that these meetings can be completed and a Board of Directors elected for the new Association by mid-December.

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7. Space

A memorandum is in preparation to request additional space for the Office of Personnel in headquarters building to permit the Special Affairs Staff to be returned to the building and, if possible, to return the Plans and Review Staff as well. This memorandum will be submitted within the next few days.



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11. Recommendations concerning Personnel Security

As a result of the IG's recent report on personnel security, we are working on two items:

- a. Deadline within which supervisor tries to locate a missing employee
A regulatory change has been drafted and will be submitted by 2 December requiring that a supervisor notify the Office of Personnel not later than four hours after the beginning of the workday on which an employee is absent without explanation. (An employee is required to notify his office within two hours after the workday begins if he is unexpectedly unable to report for duty. A four-hour deadline gives the supervisor two hours to try to locate the employee through co-workers and associates before bringing the matter to the attention of other offices concerned.)
- b. Check-In by Overseas Returnees Immediately Upon Return to the U.S.
The IG's report also recommended uniform procedures for controlling private foreign travel upon returning from overseas assignment, to include a requirement that employees report in by telephone immediately upon return to the U.S. Although action responsibility

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for this item has not been assigned to the Office of Personnel, our Plans and Review Staff is working on possible methods of implementing this recommendation for coordination with other offices concerned.

12. In-Put of JOT's

In response to the question "Are we getting enough JOT's", our statistical findings are that we are not. We are currently working with other offices concerned on the possibility of establishing three JOT classes each year instead of the present two classes per year. This coordination involves establishing the capability of the Office of Training and other offices concerned for handling three classes a year and of assuring that there will be a demand for the graduates if the number is increased. Target date for completion of this study is about 30 December.

13. Revised Separation Regulation

A revised regulation governing involuntary separations has been forwarded to the Deputy Director (Support) in draft form on 12 November. Revision of this regulation was prompted by the IG's report on the case.

14. Additional Funds Requirement for IAS

As previously discussed, additional funds will be required to maintain the IAS, even in limited form, for the duration of FY 1964. A memorandum requesting release of the \$200,000 initially withheld from the amount budgeted for this purpose and for additional funds will be forwarded around mid-December, as soon as a realistic estimate can be made of anticipated on-duty strength in IAS for the balance of the year.

15. Qualifications Coding Project

A paper recommending approval of a project to permit the employment of 10 contract employees to complete initial coding of employee qualification has been forwarded to the Deputy Director for Support. If this project is approved, it will take approximately one year after the employees are recruited and entered on duty to complete the job. If the project is not approved, it will take from three to five years to complete the job with present staffing unless other essential services are eliminated.

16. Utilization of Negro Employees

As a follow-up to a statistical report on the utilization of negro employees, additional attention is being given to a small group who apparently have not been assigned to positions commensurate with their education and training. These cases are being reviewed with the career services concerned. In addition, however, we are making a study of white employees who hold four-year degrees and have been in grade for four years or more to determine whether their utilization is consistent with their apparent qualifications. Because of the large number of files to be reviewed, it is expected that this project will not be completed before February, 1964.

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17. Secretarial Survey

Some time ago, we submitted a report on the utilization of secretarial employees and recommended minor changes in the "grade attraction" formula for allocating secretarial positions. Although no critical problems require solution pending action on this study, several minor questions have arisen which could have been handled more easily perhaps had these recommendations been approved or the current pattern reaffirmed.

18. Casualty Planning Paper

A policy paper proposing a basic formula for death and disability benefits for contract personnel was forwarded to the Deputy Director for Support 28 September 1963. A favorable decision on this matter will for the first time provide consistent standards for all Agency activities employing such personnel.

19. Insurance Task Force Study

A draft report of the Insurance Task Force, presenting a survey of the history and proposed future role of GEHA, was forwarded to the Assistant Deputy Director for Support several weeks ago. Action on this paper would permit planning in this area to proceed on a firm base.

20. Extension of UBLIC Coverage

Draft proposals for providing greater coverage at reduced premiums (in effect distributing the annual return of premiums over the full year) are ready to present to the GEHA Board of Directors on 17 December.

If approved, we can expect the new program to go into effect 1 ~~January~~ ^{FEBRUARY} 1964.

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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
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Remarks:			
As requested, there are attached lists of current items of interest to O/DDS and/or O/DCI.			
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FROM: NAME, ADDRESS AND PHONE NO.		DATE	
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